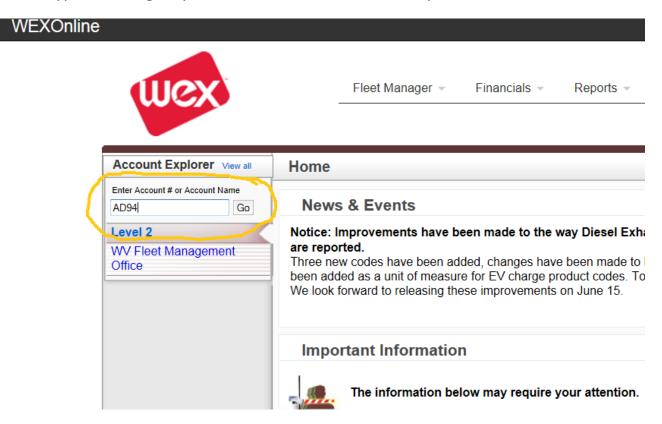
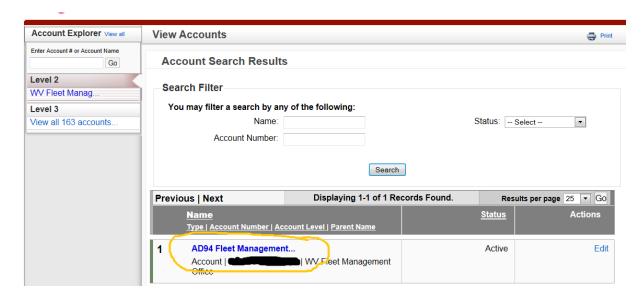
## **CREATING A PIN IN WEX**

- 1. Log in to WEX at <a href="https://go.wexonline.com/online">https://go.wexonline.com/online</a>
- 2. Type in the Agency Bill Code under the Account Explorer

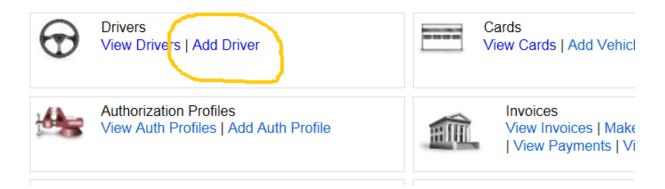


3. Click on the Agency name in red in the middle of the screen to open that account.

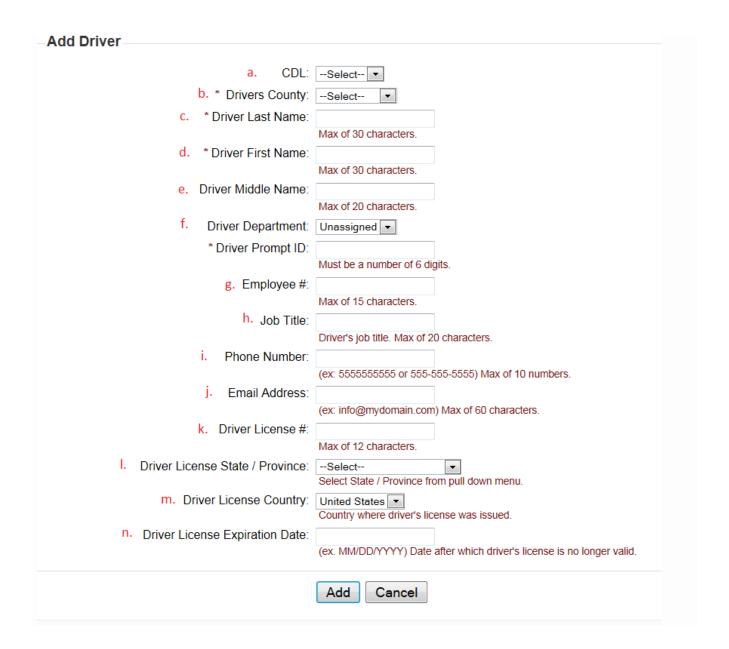


## 4. Select Add Driver

## **Account Summary**



- 5. Fill in the following information:
  - a. CDL
  - b. Drivers County
  - c. Driver Last Name
  - d. Driver First Name
  - e. Driver Middle Name
  - f. Driver Department
  - g. Employee#
  - h. Job Title
  - i. Phone Number
  - i. Email Address
  - k. Driver License #
  - I. Driver License State
  - m. Driver License Country
  - n. Driver License Expiration Date (Date after which driver's license is no longer valid).

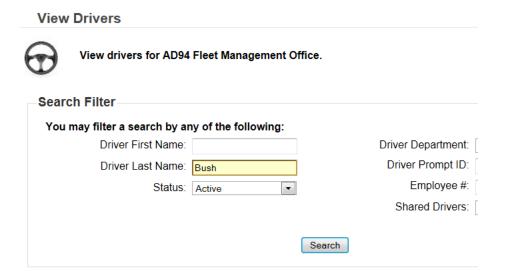


- 6. Click the ADD button
- 7. If you need to add another driver, click the Add Another Driver button or Click the Back to Driver button to take you to the entire list of Drivers for that Billing Code.
- 8. Search for the name of the driver to find the automatically assigned PIN # for that Driver. \*\*\*NOTE\*\*\* For FMO rental user pins, you will have to add the Driver Prompt ID field. Usually we use the first 6 of Driver's mobile #.
- 9. If this PIN is created for FMO Daily Use Vehicles, then go to S:/Daily Use Vehicles/PIN Fleet Motor Pool Driver Request

- 10. Record the Driver's Name, Division, and PiN #
- 11. Tracking of the PIN is done for FMO Rental Vehicles only.
- 12. Each agency coordinator will monitor their driver's PIN #
- 13. If a coordinator is out of the office and a PIN is needed for a driver, FMO office should create the PIN, give the PIN to the driver only and copy the coordinator in an email with this addition. This limits the access to this sensitive information.

## TO TERMINATE A PIN IN WEX

- 1. Log in to WEX at <a href="https://go.wexonline.com/online">https://go.wexonline.com/online</a>
- 2. Type in the Agency Bill Code under the Account Explorer
- 3. Click on the Agency name in red in the middle of the screen to open that account.
- 4. Click on View Drivers.
- 5. Search for the Drivers name.



6. Either click the Terminate Button or click on the correct driver name and then click Terminate.

